



Job Opportunity

California State Lands Commission

The California State Lands Commission is an equal opportunity employer to all regardless of race, color, creed, national origin, sex, marital status, religion, political affiliation, ancestry, disability, age, medical condition, sexual orientation, religious/political opinion, or discrimination filing.

April 29, 2009

Student Assistant

- A \$8.41 - \$8.99 per hr**
- B \$8.99 - \$9.66 per hr**
- C \$9.66 - \$10.38 per hr**
- D \$10.38 - \$11.20 per hr**

Under the supervision of the Personnel Officer, the student will be trained in and then perform the following responsibilities.

DUTIES AND RESPONSIBILITIES:

- Answer and direct incoming phone calls;
- Open and distribute the Personnel Unit's mail;
- Respond to general requests for information;
- File within the unit's filing cabinets;
- Conversion of duty statements from paper copies to electronic copies;
- Prepare new or maintain existing file folders;
- Data entry;
- Copy applications;
- Shred old exam materials;
- Prepare exam folders for the exam analyst;
- Preparation of exam panel packets;
- Copy and distribute exam and job bulletins;
- Stuff envelopes for mailings.

DESIRABLE QUALIFICATIONS:

- Ability to type and operate a copier and fax machine;
- Knowledge of personal computers (Microsoft Office Suite);
- Ability to interact professionally with other staff members and the public;
- Ability to work around and protect confidential information;
- Ability to work independently once trained;
- Good attendance.

POSITION LOCATION:

100 Howe Avenue, Suite 100-South
Sacramento, California 95825

*** Free parking - Near Light Rail & CSUS - On bus routes ***

HOW TO APPLY:

Submit resume & standard State application to:

California State Lands Commission
Personnel Office
100 Howe Avenue, Suite 100-South
Sacramento, CA 95825
(916) 574-1912

FINAL FILING DATE: Until Filled

WHO MAY APPLY:

Students who have applied for, or enrolled as a student in, an appropriate college or university program.

Applications will be screened and only the most qualified candidates will be scheduled for an interview.